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ASSIGNMENT AND FUNCTIONS OF PERSONNEL, ACTING CHIEF'S OFFICE

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1. Acting Chief: [REDACTED] - CAP-13

- a. COPS Staff Officer on all training problems.
- b. Supervision of training and appraisal programs - Staff and Covert - as outlined in Division reports.
- c. Supervision of preparation of training materials and necessary research.
- d. Liaison with other branches of OSO.

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- f. Recruitment of properly qualified men to act as covert instructors.
- g. In conjunction with Personnel, the recruitment of personnel for Washington Headquarters, TRB.
- h. All additional functions as required: such as, arrangements for language training, liaison with other sections of CIG and outside agencies, release of instructional materials for overseas missions and stations, etc.

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2. Deputy Chief: [REDACTED] (Job not classified)

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(Note: Since [REDACTED] has not yet been officially designated as Deputy Chief, TRB, the following description of functions is tentative.)

- a. During absences of the Acting Chief, to assume all his duties.
- b. Coordination of Staff and Covert Training programs.
- c. Responsibility for evaluations of students in Staff Training.
- d. Instruction in certain specialties in Staff Training.
- e. Other duties as directed by Acting Chief, TRB.

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3. Administrative Officer and Chief Instructor of Administrative Training: [REDACTED] - CAP-11

- a. Chief Instructor of Administrative Training
- b. Branch Administrative Officer

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c. TRB Property and Supply Officer

d. Handles all special funds for covert training and covert projects with which TRB is directly concerned.

e. Instructs in Pouch and Cable Procedures and Personnel Procedures.

f. Branch Security Officer.

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4. Junior Administrative Assistant: [REDACTED] - CAF-6

a. Supervises one Clerk-Stenographer

b. Requisitions Supplies for entire Branch

c. Assists Administrative Officer with property and supply records and correspondence pertaining thereto.

d. In charge of all personnel records

e. Prepares Expense Accounts for covert instructors

f. Collects data from the various divisions of TRB and compiles two monthly reports

g. Secretary to Chief, Covert Training Division, which entails the final preparation of covert training reports and correspondence, covert appraisal reports, and maintenance of covert training files.

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5. Clerk-Stenographer: [REDACTED] - CAF-3

a. Secretary to Acting Chief, TRB

b. Opens, logs, and disseminates mail

c. Types lectures, schedules, and other material for Staff Training Division

d. Types requisitions

e. Files

f. Other miscellaneous office duties

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